

# **OVERVIEW and INTRODUCTION**

## ***PROJECT INTRODUCTION***

The Orange Main Library Expansion Project began many years ago as a Carnegie Library on the very same site. The original library was constructed in 1908 and contained approximately 3,700 square feet of library space. A small addition was necessary by 1930 to meet the needs of the rapidly growing community. In 1946, as part of a post war bond effort, a new, larger library was designed for the same site, but unfortunately never realized. By 1961, with a greatly expanded population, the original Carnegie Library was determined inadequate to serve the needs of the community and it was razed to accommodate the current 17,000 square foot facility. Although community reaction to the current aesthetic has always been negative, the library has served Orange well for over 40 years. In 1998, an interior remodel corrected seismic, accessibility, and mechanical problems, however no square footage or services were added to the already undersized facility.

As defined in the attached Community Needs Assessment, patrons of the library are frustrated by the lack of space and undersized collection within the library. There is also a concern for the library's presence within the Old Towne Historic district. As a public building, it is unacceptable that the facility does not promote the historic nature of the community. Several sites were reviewed to reconstruct the Main Library, however, the existing site serves the greatest amount of people and is within the current "heart" of the community. Also, in a gesture of good stewardship, it was felt that the money spent to upgrade the facility in 1998 should not be wasted. Every attempt possible was made to maintain the previous improvements within the newly expanded facility.

The Community Needs Assessment determined that the existing Main Library, with 17,000 square feet, needed to be expanded by 28,000, for a total of 45,000 square feet. This new space will provide services and space to meet the emerging needs of both the staff and patrons. This is an increase of over a 60% increase in library service space. As reflected in the focus groups and surveys, in addition to expanding traditional library services such as collections and seating dedicated to current topics and titles, life-long learning and general information, there is also a need to provide additional new services such as:

- **Literacy Center** will help the ethnic population, which consists of over 45% of the population, and 10% of the non-English speaking citizens better communicate and participate in the educational, life and job opportunities available throughout the City.
- **Expanded Local History Area** will provide a centralized focus for educational opportunities and developing civic pride.
- **Homework Center** provides focused attention on supporting the K-12 students and caregivers in providing dedicated collections such as textbooks and study rooms.

- **Meeting Spaces** are dedicated for both the large and small groups which balance the library in not only quiet focused individual activities but provide group communication and interactive much desired in today's society.

The focus groups and telephone survey indicated that the current Library location is optimum for serving the greatest amount people within the service area. It was also felt that, if designed properly, the new library could have the potential to promote the sense of community that was already prevalent within the Old Towne Historic District. The decision to remain on the existing site determined the need to increase the amount of land available. This newly expanded site should provide ample space for the new facility as well as the parking required to support the increased size. In addition, the site should also yield enough space to create an outdoor public garden as well as a private children's garden. These spaces begin to address the need for social, community spaces within the library plan. The optimum, historic location also benefits from the large amount of pedestrian and vehicular traffic throughout the Historic Plaza District. The new, more historically significant design should also be seen as an inspiration for future public and private development throughout the Orange area.

The City of Orange is dedicated and passionate about serving the library needs of the community as effectively and efficiently as possible.

In that effort, the City has made every attempt to hear the needs of the citizens and implement or mitigate their concerns.

Recent expansion of library hours and services as well as creating a stronger leadership structure through the incorporation of staff development days, are all the result of community involvement and input.

In addition, the City has also committed to reserve \$500,000 per year toward a Capital Improvements Program account reserved for the construction of the new Main Library.

The City of Orange has formed a Library Expansion Planning Committee to facilitate the expansion and remodel of the Main Library. They are engaged in all of the pre-planning activities such as assessing community needs, agreements and resolutions, assessing library service needs, programming, focus groups, workshops and fund raising.

The City has commissioned the library planners and architect to perform needs assessments, develop building programs, conduct workshops and develop a conceptual design.

In addition, the Library Expansion Committee is tasked with the effort to prepare the Library Construction Bond Program grant application.

## ***PROJECT SCHEDULE***

Generally, if there are no major schedule impacts and if the Grant Application and matching funds are approved then, the following proposed schedule would apply.

<b>Phase</b>	<b>Timeframe</b>	<b>Dates</b>
Program and Preliminary Design	6 months	1/02 - 6/02
Submit Grant Application for Bond Funds	1 day	6/14/02
Grant Award Notification	(Estimate)	12/02
Schematic Design	3 months	6/03 –9/03
Design Development	4months	9/03 – 01/04
Construction Documents	8 months	01/04 – 9/04
Plan Check/Permit	3 months	9/04 - 12/04
Bidding/Award	3 months	10/04 – 01/05
Phased Construction	18 months	01/05 – 7/06
Grand Opening		August, 2006

## ***PROJECT PRELIMINARY BUDGET FIGURES***

The following is general guidelines for a project budget with new expansion and minor revisions to the existing in mind.

<b>ITEM</b>	<b>QUANTITY</b>	<b>UNIT VALUE</b>	<b>EXTENDED</b>
New Construction	28,000	\$200	\$5,600,000
Remodeling Construction	17,000	\$81	\$1,377,000
11% Contingency	11%		\$767,470
Subtotal			\$7,744,470
Furnishings & Equipment	28,000	\$35	\$980,000
Subtotal			\$8,724,470
Soft Costs - 17% of Construction	17%	\$3	\$850,000
<b>TOTAL</b>		<b>\$319</b>	<b>\$9,574,470</b>

Caution - these numbers are average and do NOT include site costs as they can vary.

## ***RELATIONSHIP OF PROGRAM IN THE ARCHITECTURAL PROCESS***

### **QUANTITATIVE**

The programming process is a formulation of the expressed needs of the community into physical space. The program is organized around main space divisions such as Children's area and Non-Fiction Collections. These divisions are built around sub-divisions that have assigned furniture and equipment that have square foot allocations. The quantitative data is described within this report and will be utilized to begin designing the library. The functions and their relationships to each other will shape the building design from the inside out. The building shape is also influenced by the constraints and opportunities from the site, both physical and emotional. The architect must find a balance between the two factors.

The numbers and descriptions will be tested in a scaled plan and reviewed by all team members. It is said that the program is like a road map. The general and specific space descriptions will help the design team develop a conceptual plan. The plan in turn is utilized to develop a preliminary cost estimate based on sound guidelines from both the program requirements and the conceptual plans.

### **QUALITATIVE**

The "qualitative" aspects of a library and what this type of facility can do for a community is far more significant than any other governmental building within a City. The City Of Orange is unique in the development of public architecture in that all public work is approached with a sense of history, combined with a strong sense of community. The ultimate goal of the City is always to contribute to the overall good of the community as well as the significant history of The City of Orange.

The community desires a library that achieves the established goal of community. The current facility does not promote the sense of history or socialization that is expected of public facilities within the Orange area.

The needs assessment proves the physical need for the expanded library, but there is an emotional need that the new library is capable of filling as well.

The architect developed community workshops to gather input that would start to formulate the many "qualitative" aspects of a library. The workshops are interactive and explorative in an attempt to help patrons feel free to express their goals and desires. This process also helps to build consensus for design priorities of the library project. The public was invited to attend along with the (2) City Council Members, The County Librarian, (2) citizens at large and the Friends of the Library.

Visual exercises explored an assortment of design aesthetics that allowed the architect to formulate a basis for the design direction. The workshops explored not only library design and technology, but also the implementation of historical and physical narratives within the design approach. The workshops were asked to define what makes Orange unique and how can that be expressed in the built environment. What can we learn from the past? How will the library address the future? The following is a list of attributes unique to Orange as described by the attendees:

What is it that makes Orange unique? -

- Agrarian past,
- Orange groves,
- Architectural history,
- Historic district (largest in the Western United States),
- WPA projects,
- Strong sense of community, and
- A “hometown” environment

What are the Dreams of Orange and the Library Building?

- Sense of Place,
- Community gathering areas,
- Respect history,
- Demonstrate progress,
- Natural light,
- Pedestrian environments
- Building as “gateway”,
- Sensitivity to residential and historic areas,
- Sustainable Architecture,
- Dignified,
- Children’s garden,
- Contribute to sense of “community”,
- Quiet reading areas, and
- A timeless design.

The next exercise asked the participants to take (3) red dots and place them next to their highest priorities for the Orange Library. From a list of thirteen programmed elements, the top priorities chosen by the workshop group were:

1. A library that reflects local history,
2. The library as the entry to “Old Towne”,
3. The use of natural light, and
4. An aesthetic connection to historical architecture.

The workshop was also invited to discuss and rate visual images based on immediate response. In addition, the group discussed potential direction for the use of color throughout the facility. It was decided that color should be more organic in nature and derived from the inherent natural color of materials such as wood, stone and metal.

## ***PROJECT TEAM MEMBERS***

The Library Expansion Planning Committee is presented below:

<b><u>Title</u></b>	<b><u>Name</u></b>
<b>City of Orange</b>	
City Manager	David L. Rudat
Economic Development, PM	Rick Otto
Assistant City Attorney	Gary Sheatz
Finance Director	Helen Bell
Finance Administrative Analyst	Leila Hoopii
Planning Manager	Karen Sully
Building Official	Brent Mullins
Planning Manager	Karen Sully
Associate Planner	Jennifer McDonald
Senior Planner	Chris Carnes
Senior Planner	Dan Ryan
Technology – ACS –Acct. Mgr.	Michael Bolton
Technology – ACS – PC Network Support	John Brubaker
Technology – ACS – Network Systems Mgr	Todd Webb
City Library Director	Nora Jacobs
Asst. to City Library Director	Jan Schafer
Senior Librarian	Rosanne Miller
Senior Librarian	Sarah Rosenblum
Circulation Supervisor	Linda Berquist
Library Information Systems Coord.	Angela Sinerez
<b>Orange Unified School District</b>	
Dir. of Curriculum and Staff Development	Anita Jameson
Media Specialist	Pam Quinos
<b>Consultants</b>	
<b>Library Program</b>	
Atkins & Associates	Lisa Atkins
Group 4 Architecture Research + Planning	Wayne Gehrke
Group 4 Architecture Research + Planning	Harry Holmgren
<b>Architect</b>	
LPA, Inc. Project Architect	Jim Wirick, AIA
LPA, Inc. Project Designer	Rick D Amato
<b>Cost Estimator</b>	
O'Connor – Estimator	John Mauk

The team members were selected as a representation of the cross-section of the leaders within the community. The team members participated in many activities such as the following:

- Role setting or ranking library activities,
- Review focus groups and telephone surveys results,
- Participation in a day-long “Library Visioning Day”,
- Opportunities for participation with the School District,
- Operational and Financial issues within the City,
- Exploration in Historical context,
- Review Community Needs Assessment recommendations,
- Review Library Program consultant’s results,
- Site Analysis of current location vs East Orange,
- Adjacency Diagrams,
- Balancing location for spaces between first and second Floors, and
- Blending of new and existing Building Elevations.

Through detailed analysis and discussion of the community needs and site exploration, the committee came to the conclusion that expanding the existing, recently renovated, main library building and site, better served the community by showing operational and financial integrity and stewardship from the City. Also, this decision would maintain the “historical heart” of Orange.

## **GENERAL LIBRARY SPACE REQUIREMENTS**

### ***OCCUPANCY BY STAFF AND PATRONS***

The Orange Main Library Expansion will have 239 Reader Seat's, the Children's program area holds 75 floor spaces for story time, 81 computer workstations and 150 Public Meeting Seats.

The City has proposed an increase of 20 (15.5 FTE) staff members from the current 48 (36 FTE), which totals 68 (51.5 FTE), to support the new Library expansion. Staff is divided into (4) service categories; Circulation, Adult, Juvenile/Branch, and Administration. The staff will have (3) main service desks – Circulation, Reference and Children's and (2) additional service points in the Literacy and Local History areas. In addition the staff has several spaces, such as workrooms and storage rooms dedicated to support their functions and materials.

### ***TYPE AND SIZE OF THE COLLECTION***

The collection of the Orange Main Library Expansion is proposed to meet or exceed 212,418 materials. The materials are categorized into (3) areas; Books, Multi-Media and Periodicals. These materials are further divided into Adult/Young Adult and Children/Juvenile, in which the percentages are assigned as the following:

	<u>Adult/Young Adult</u>	<u>Children/Juvenile</u>
BOOKS	68%	32%
MULTI-MEDIA	77%	23%
PERIODICALS	97%	3%

The City Library Director has developed the collection relating to current topics and titles, general information, formal learning support, life-long learning. In addition, to support the needs of the community, the collection will be further focused in increasing the Local History, Literacy and Homework areas. Collections are described below:

- **Current Topics and Titles** role is to provide a collection of current books, electronic databases, audio materials, compact discs, video recordings, magazines and newspapers for adult and children that are selected to fulfill patron needs for information about popular cultural and societal trends and to meet their desire for satisfying recreational experiences.
- **General Information** is to meet patron needs for information in materials and provide answers to questions on a broad array of topics related to work, school and personal life.

- **Formal Learning Support** is to provide materials that help students who are enrolled in a formal program of education.
- **Lifelong Learning** is to provide lifelong learning materials that assist patrons who desire self-directed personal growth.
- **Basic Literacy** is to provide materials that address the need to read and to perform other essential daily tasks.
- **Homework** materials such as textbooks and reference collections and databases will give access to students after school hours, nights and weekends when the school libraries are closed.

The Space Needs Assessment has a further breakdown of collection type utilizing the *Libris DESIGN™* program. Generally, the goal for shelving types is to keep as much uniformity as possible, to maintain “like” quantities for reconfiguring. All shelving was calculated as 36”w x 90” h double face with 14 shelves. Variety occurs in specialty shelving such as Children’s’, Browsing, Ready Reference and Periodicals. It is preferred to have every other shelving range lowered to approximately 45” high within the Reference collection. The Children’s Juvenile, Browsing and Periodicals shelving is recommended to be at approximately 66” high to aid in visual supervision and ease of patron access. Even Audio Visual collections were calculated using a 66” frame with specialty shelving for AV media.

## ***FLEXIBILITY AND EXPANDABILITY***

Core functions, by their nature, support the infrastructure of the building design and therefore have elements associated with their use that should not be moved if cost is an issue. Elements such as plumbing and sewer lines, electrical wiring and cabling, which are generally located under the concrete slab. Also there are large structural footings that support the building.

It is a good idea to increase the size of core rooms as much as possible because they can be too difficult to expand later.

These core rooms will not move. Location is critical! If placed appropriately with expansion in mind, they can increase in size to accommodate additional library square feet. Placement of the elements within the room is important also. Main fiber and/or conduit data and phone lines and electrical transformers are very costly to move, especially if they only need to move to another wall within the same room. These rooms are:

- Restrooms,
- Stairways,
- Electrical Room,
- Data communications room,
- Janitor’s closet, and
- Structural elements such as columns, fireplaces, load bearing walls and elevators.

Some dedicated library spaces such as the following will most likely not move either.

- Book returns,
- General storage rooms,
- Counters with plumbing,
- Staff lounge,
- Study rooms,
- Computer labs,
- Public Meeting Rooms, storage and kitchens.

Sometimes these rooms can be allocated to another function in the future if in the appropriate location to support the expansion plans.

Within these interior rooms, the design team must consider the locations of fixed items such as built-in millwork desks and cabinets with sinks. Again, electrical, data and plumbing infrastructure is costly to move.

Another design consideration should be the typical size of shelving on a 3' module while also including the circulation aisle widths. Structural columns spacing should coordinate with this module and be located no closer than 30'.

Whenever possible modular and moveable furniture should be considered.

### ***STAFF EFFICIENCY***

The space dedicated to staff areas is 20% of the total square feet of the Library. This is higher due to this Main Library is dedicated to performing the technical services and processing for all of the (3) library facilities within the City. The City Librarian has dedicated a minimal amount of individual office or workstations to the staff. There are many workrooms, shared by multiple staff, dedicated to processes such as Children's, Circulation and Reference. By adding all three (3) main service desks this keeps the staff out amongst the Library collections, seating and patrons, instead of behind the scenes in the workroom.

Staff Efficiency can be seen in two ways by studying the relationships at the macro and the micro level. The spatial relationships of the staff areas to the patron areas, they support, such as Circulation Services and Circulation Desk will gain staff efficiencies. In contrast, looking at the individual components within a space such as a workroom will gain efficiencies too.

Adjacencies are critical for staff to perform their tasks in a timely and efficient manner. Complicated by the fact that this is a two level library, this is even truer. Locating staff areas near stairs and elevators will be essential.

On the micro level, all staff should share the functions within these workrooms. Relocatable furniture should be utilized to optimize flexibility and the ever-changing project needs. Minimize hard wall construction and built-in millwork. Staff will gain efficiencies by sharing common work tools such as files, storage, and reference materials instead of individual copies.

## ***ENERGY EFFICIENCY***

The City of Orange has expressed their desire to reduce their long-term cost of facility operation by exploring energy conservation. Alternatives should be evaluated via life cycle costing, including construction costs, maintenance and energy costs, and evaluation of qualitative aspects of the alternatives, in order to optimize each component of the design. Energy conservation planning should trace the concepts from the end use through the rooms or areas and back to the energy sources.

Considerations should be made for evaluating all building elements utilizing the LEED™ methodology to help make decisions. LEED™ is a point system for measuring the sustainable aspects of the “built environment”. The US Green Building Council has developed the system around (5) key initiatives: Sustainable Sites, Water Efficiency, Energy and Atmosphere, Materials and Resources, and Indoor Environmental Quality. Additional points can be obtained in the Innovation and Design Process.

As technology advances, so does the energy it takes to support those advances. Even energy saved with specifying flat panel computer monitors should be considered.

## ***FENESTRATION***

Natural Lighting is preferred in good Library design. Taking advantage of proper site orientations and locating exterior glass walls on the north sides of buildings can be a very efficient way the Library could benefit from Natural light. Locating reading and study tables along these vistas is welcoming and enjoyable for all library patrons. On the opposite side, controlling glare from exterior light sources can be costly and sometimes overlooked.

Many interior rooms of the library need glass walls for visual control. These rooms are all of the staff offices, Staff workroom, Copy room, Children’s workroom, Computer center, and Study rooms.

## ***SPACE FINISHES***

The interior finishes of a library can compliment the design theme for years to come. However, the abuse and wear and tear from many patrons utilizing the library can deteriorate after time if not properly specified. The floor finishes must be a heavy commercial quality, stain resistant, dirt repellent, durable and as maintenance free as possible since they will get heavy traffic. Small-scale timeless patterns with medium to dark tones are preferred. Loop patterns with the yarns locked into the backing with either a woven or integral backing systems such as carpetile are preferred and will avoid the “zippering” effect.

Wall finishes should be mark resistant, attractive durable and easy to clean. Some maintenance crews prefer eggshell paint on walls instead of vinyl because painting is easier to repair than vinyl. Corner guards must be specified.

For acoustic reasons most of the areas within the library should be carpet. Areas for resilient flooring such as vinyl composition tile would be staff lounge, storage rooms, and workrooms/areas with sinks, data, janitor's, electrical closets and delivery areas. Service desks are recommended to have durable worktops such as solid surface material like corian™ or granite to withstand abuse over time. The circulation desk counter will receive the most wear over the other service desks as books slide across the top all day long. Angling the front of service desks away from patrons will prolong the scuffs marks that occur with waiting in lines.

Fabrics for patron's chairs must be durable to withstand constant use. Fabrics with over 60,000+ double rubs should only be considered. Again small-scale patterns hide wear, as does solution dyed nylons. Avoid accent "piping" details on lounge chairs and consider reinforced stitching seams. Consider furniture made of solid wood and metal as they last longer and wear better.

### ***ACCESS FOR THE DISABLED***

The Architect, Designer and Contractor are required to design/build around the current Federal and State American Disabilities Act (ADA) codes. The following are guidelines for planning but need to be confirmed with the most up-to date codes.

All areas must be accessible by means of a 36" minimum **aisle**. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

**Aisles in stack** areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 48" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, and then it is limited to 54" above the finished floor.

**Current Periodicals** shelving must be accessible with a maximum side reach of 54" above the finished floor (48" preferred), and a front reach of no more than 48" above the finished floor. Shelving units should be no higher than 66" inches, or three sloped display shelves, high. Range and side aisles in magazine display areas must be a minimum of 44" wide.

A minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels, whether they are for electronic stations or study, will meet with accessibility requirements. A minimum of 30" wide x 48" deep clear **floor space** will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

**Audible and visual emergency** warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Room or **area entrances** will be accessible by means of a 36" minimum aisle and a 36" wide door with a minimum clearance of 32". If turnstiles are used, then a readily apparent accessible door must be provided adjacent to the turnstile. Doormats must be securely attached and have a pile of no more than 1/2". Exposed edges of doormats must be fastened to the floor surface.

If a **sink** is provided, the faucets must be the lever type, electronically activated, or approved self-closing valves with a minimum 10-second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of operating force can be required to operate the faucets.

If use of the **sink** is essential to an employee's job, (e.g., cleaning up craft projects), then an accessible wheelchair space under the sink must be provided including a minimum of 30" x 48" of clear space in front of the sink that allows forward approach. The counter next to the sink can be no higher than 34" and the sink area can be no higher than 34" above the finished floor with a clear 19" depth for knee clearance. There can be no obstructions, cabinets, or sharp objects under the sink; and hot water pipes and drains must be properly insulated. If fixed storage cabinets, drawers, or lockers are provided; at least one of each type must comply.

**Portable assistive** listening technology may be substituted for permanently installed technology in rooms that do not have fixed seating, or which seat less than 50 and do not have a sound amplification system. The system may be used to serve more than one room. Electrical outlets must be provided to support any portable assistive listening technology.

A 36" wide **door** with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed 1/2" in height. They will contain no less than one accessible transaction counter located at a section of the counter that is no more than 28" to 34" high for a continuous length of 36". There is no requirement for knee clearance at checkout counters. If a self-checkout system is provided, at least one must be accessible with a counter no higher than 28" to 34" high and a knee clearance of at least 19" of clear space.

The top of the **toilet** seat must be 17” to 19” above finished floor. The toilet paper dispenser must be located a minimum of 19” high, within 12” of the front edge of the toilet seat, and provide a continuous paper flow. Side (minimum 42” long) and rear (minimum 36” long) grab bars, which will support at least 250 pounds, are mounted at 33” above the floor.

The **lavatory sink** height should not exceed 34” and a knee clearance of 29” will be provided. Paper towel dispensers and automatic hand dryers must meet forward and side reach requirements. The sink faucets must be the lever type, electronically activated, or approved self-closing valves with a minimum 10-second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

**Pay telephones** must comply with forward (maximum of 48” above finished floor) and side reach (maximum of 54” above finished floor) requirements and at least one (and at least one-half of the total number) must be an accessible telephone. If four or more phones are available for public use, either inside or outside of the facility, and at least one is inside the facility, then at least one must provide text display capability. If telephone books are made available to the public, then they must also comply with forward and side reach requirements. If telephones are located in sound enclosures then they must have a minimum 30” clearance at the entrance.

## ***ACOUSTICS***

Acoustical control is essential to a Library. Every effort should be made to explore alternatives to not only carpet and acoustical ceiling tile but enhanced performance acoustic materials. Materials are rated on a Noise Reduction Criteria (NRC) and Sound Transmission Class (STC). NRC is the rating given to a material in which the measurement of sound absorption is given a percentage with 0.0 being low and 1.0 being high. Two examples are a (.85) rating is good for acoustical ceiling tile and a (.55) rating for acoustical operable partitions between two meeting rooms. The STC is more complicated and involves studying all of the materials and construction in the room and measures the decibels (dB) lost (either absorbed or reflected). A higher rating means a better construction assembly and materials.

Good space utilization can help minimize acoustical issues too. Separating the Children’s area from the main part of the Adult Library areas would be a wise choice. Some libraries have separate, glass enclosed rooms for the Children’s collections and seating to help with sound issues. This can be non-flexible in the future.

The architect should hire an acoustician to review all of the criteria and make recommendations in the design phase to price alternatives and weigh the benefits.

## ***ENVIRONMENTAL CONDITIONS (HVAC)***

The City of Orange is requesting the design criteria for this project consider all sustainable and energy efficient performance specifications. HVAC is no exceptions. Engineers, architects and owners should review the performance of the mechanical systems as well as the Indoor Air quality measures. Hesperia experiences extreme weather conditions for California and proper zoning and solar and heat gain from exterior glass orientation should be evaluated.

Generally the temperature within the Library should be controlled at 68°F and 72°F when heating and 72°F to 78°F when cooling for energy savings. Relative humidity at 40 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels.

Provide an adequate supply of exhaust and intake air to promote comfort and protect health, with a minimum of 12 air exchanges per hour in all restroom both public and staff.

Main Data communications room requires separate zone with individual thermostat. Temperature to be constant at 70 to 72°F when heating and cooling with a relative humidity of 35 to 60%. Ventilation requires a dust filtration system and must provide rapid dispersal of any heat produced by equipment. A backup HVAC system is recommended.

## ***ILLUMINATION***

Energy efficiency begins with the proper illumination. However, proper lighting is incredibly important in a Library. Engineers must find this balance. Lighting must be uniform throughout the space, without glare and contrast. If budgets allow, Indirect lighting should be considered and is usually preferred. New lamps are becoming more energy efficient while increasing the light performance similar to the high output T5. Color-rendering indexes should be considered when specifying several types of lamps. Engineers and designers should refrain from specifying too many lamp types, as this is very hard to maintain in the future. Accent lighting such as low voltage Halogen is wonderful when used appropriately and minimally, as these lamps tend to have limited life cycles. Task lighting is an excellent choice as it gives the patron and staff ultimate control of their environment. Make sure however, that the task light is durable, fixed to the table, and covered lamp access. Other requirements are as follows:

Provide 30 foot candles vertically at 30" above the floor in the **bookstacks**. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at **tabletop level in the seating** areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Enclosed rooms such as workrooms, copy rooms, book return, study rooms, meeting rooms, computer center, offices should consider, at the minimum, the standard **non-glare office lighting**, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable for the office and workroom areas.

The main **Service desks** should have a higher level of lighting and consider a minimum of 40 to 50 foot candles of ambient light with additional non-glare task lighting up to 75-foot candles over the workstations.

Consider **occupancy sensors** or motion detectors for energy savings in enclosed rooms such as, offices, study rooms, janitor, data, and electric rooms.

Exterior drops will need bright and vandal resistant lighting for security. For security, high intensity exterior lighting is required to protect departing staff after library closing. There should be a bright and clear path to the staff parking area. Lighting should be on a timer.

## ***POWER AND DATA COMMUNICATION***

The building will be designed for one and a half times the electrical and data capacity to accommodate future technology and equipment needs. The engineers and architect should consider not only the uses and placement of computers and equipment today but analyze the future possibilities to allow the community of Hesperia to plug in a laptop anywhere.

The main electrical room should be sized to accommodate the entire infrastructure for not only communication systems but also emergency and security needs. Electrical design must ensure that the library computers have “clean” and reliable loading of circuits. Since the optimum library design is to have minimal walls, the design team will need to research floor electrical and data distribution systems such as “Walker Duct™ or a flexible Cablefloor™.

It is possible to consider wireless technologies as the cost is decreasing. This is the ultimate flexibility.

The future library will want to offer power and data at every available seat. This infrastructure could be considered within an integrated furniture solution. The knowledge of the commercial furniture world is penetrating the library realm with all kinds of creative solution. Hardwired raceways bring electrical and data to the desktop. Wire management should be considered also. Nothing distracts from a well-designed building as cords hanging about. Consider one quad outlet for every data drop as a standard.

## ***SECURITY SYSTEMS***

The Library will be equipped with a 3M™ type library materials security systems. The security portals need to be located adjacent to the circulation desk, oriented so that the public can exit only through the gates. Layout should be coordinated with the vendor as there are lateral clearances around any electrical or metal object that must be maintained. These systems must be compatible with the express check-out equipment and does not require staff to by pass the security sensor in each item as it is checked out.

Rooms that require locks: Data/Comm. Room, Electrical, Janitorial, General Storage and department storage, Staff Office's and Workroom's, Children Workroom, Kitchen/Storage, Public Meeting Room's, scheduled Conference Room's, Local History private collections and Staff Exterior Entrance.

The City would like to access the Library entrance, Public restrooms, Public Meeting Rooms before or after the main Library areas are open. A rolling gate or other such device needs to be designed in conjunction with the security gates. The materials of the after hour "gate" will need to be approved with the security theft detection gates as they are sensitive to metal.

## ***SIGNAGE***

Good signage can help reduce the patrons' dependency on staff to locate materials in the library. Giving information clearly and in the right location is key. There are many signage categories and the more permanent ones such as directional or the main areas will not want to change. Other signage will need to be flexible when the information changes including shelving, policies, and up-coming events. They can enhance the design theme and clean up the visual information of the Library. The Architect, Designer and Contractor are required to design to meet the current Federal and State American Disabilities Act (ADA) requirements. The following are guidelines but must be confirmed with each project.

**Directional signs** must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3: in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Permanent **room identification signage** must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements include **directional signs for major collection** categories, such as “Videos”, “New Books”, “Mysteries”, and “Textbooks”. A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire life safety lighted exit signs, and may include a building floor directory, pictogram flag signs in traffic paths for elevators or restrooms, donor recognition plaques, and restriction signs, such as:

- Emergency Exit Only,
- “Video Circulate for One Week”,
- “No Cell Phones”,
- “New Books Circulate for One Week”,
- “Quiet Please”,
- “Please Do Not Reshelve Library Material”,
- “No Food or Drink”,
- “Children’s Room Open at Noon”,
- “Story Hours on Wednesday”,
- “Tutors Available after 3:30 p.m.”,
- “Magazines Do Not Circulate”,
- “Please Leave Kitchen Clean”, and
- “Printing Available at Reference Stations”.

### ***AUDIO-VISUAL SYSTEMS***

Full Audio Visual requirements are planned for the Public Meeting Room. See the space description for this area for further detail. Basic requirements are to support end-user presentations via PC based programs such as PowerPoint, VCR, DVD, and CD media formats utilizing a front projection system such as an LCD ceiling mounted projector and ceiling mounted motorized screen. Equipment can be either controlled at the podium or a recessed equipment niche at the front of the room. Consider a touch panel AMX system that controls shading devices, lights, screen and projector. Dividing the rooms will complicate the design but not be insurmountable.

### ***VISUAL SUPERVISION***

One of the most important considerations when designing a library should be visual supervision by each of the Service desks – Circulation, Reference and Children’s. This is for the health and safety of both staff and patrons. This is even more critical when there are (2) floors such as in the proposed expansion for Orange Main Library. To help minimize this issue, the library team has planned for secondary staff positions on the second floor for Local History and Literacy Center, which is in addition of the Reference Service Desk.

The book shelving is over 90” high and can act as a visual barrier for staff. The orientation of the rows to the service desks is very critical. The book stack and seating areas should be laid out to optimize visual supervision, however it may not be

possible to have all areas visible to staff at the desk. Any areas not easily observed by desk staff may require monitoring by a security camera. Even a security camera visually seen but not connected is a positive deterrent.

The staff entrance should be inaccessible to the public inside the building and well lighted for the safety of staff leaving the building at night. A buzzer, doorbell or intercom speaker is desirable if this is also a service delivery entrance. There should be a small view window in the entrance door.

### ***MASTER LIST OF FURNITURE AND EQUIPMENT***

Provided in Libris *DESIGN*<sup>TM</sup> Section 7.



# Allocation of the Library's Book Collection

## **CATEGORY**

<b>Subcategory Volume Type</b>	<b>Percent of Collection</b>	<b>Projected Total Volumes</b>	<b>Percent in Circulation</b>	<b>Projected Volumes on Shelf</b>	<b>Volumes/ Linear Foot</b>
<b><u>Adult/Young Adult</u></b>	<b><u>68.13%</u></b>	<b><u>123,837</u></b>	<b><u>17.61%</u></b>	<b><u>102,029</u></b>	<b><u>11.09</u></b>
<b>Asian Languages</b>					
Asian Languages	0.72%	1,309	25.00%	982	15
<b>Browsing</b>					
New Books	0.28%	509	50.00%	255	8
Paperbacks	3.88%	7,052	30.00%	4,936	16
<b>Fiction</b>					
Fiction	12.12%	22,030	25.00%	16,523	8
<b>Large Print</b>					
Large Print	3.47%	6,307	5.00%	5,992	8
<b>Literacy</b>					
Literacy	1.19%	2,163	30.00%	1,514	24
<b>Local History</b>					
Local History	2.36%	4,290	0.00%	4,290	8
<b>Non-Fiction</b>					
Non-Fiction	35.74%	64,963	15.00%	55,219	8
<b>Reference</b>					
Reference	3.06%	5,562	0.00%	5,562	6
<b>Spanish Language</b>					
Spanish Language	1.69%	3,072	30.00%	2,150	8
<b>Young Adult</b>					
Young Adult Fiction	3.62%	6,580	30.00%	4,606	13
<b><u>Children/Juvenile</u></b>	<b><u>31.87%</u></b>	<b><u>57,929</u></b>	<b><u>23.96%</u></b>	<b><u>44,050</u></b>	<b><u>12.18</u></b>
<b>Children's Easy Readers</b>					
Children's Easy Readers	2.55%	4,635	35.00%	3,013	20
<b>Children's Picture Books</b>					
Children's Picture Books	5.53%	10,052	30.00%	7,036	20
<b>Children's Ready Reference</b>					
Children's Ready Reference	0.03%	55	0.00%	55	8
<b>Children's Reference</b>					
Children's Reference	0.35%	636	0.00%	636	8
<b>Children's Special Books</b>					
Chapter Books (Jx)	1.82%	3,308	30.00%	2,316	8
<b>Juvenile Fiction</b>					
Juvenile Fiction	5.57%	10,124	25.00%	7,593	13
Juvenile Storytelling (Reserve)	0.30%	545	0.00%	545	8
<b>Juvenile Non-Fiction</b>					
Juvenile Non-Fiction	13.98%	25,411	20.00%	20,329	13
Textbooks	0.17%	309	0.00%	309	8



**Juvenile Spanish Language**

Juvenile Spanish Language

1.40%

2,545

25.00%

1,909

20

**Textbooks**

Textbooks (Reserve)

0.17%

309

0.00%

309

8

**Totals:****100.00%****181,766****19.63%****146,079****11.6**

# Allocation of the Library's Multimedia Collection

## CATEGORY

Subcategory Volume Type	Percent of Collection	Projected Total Volumes	Percent in Circulation	Projected Volumes on Shelf	Volumes/ Linear Foot
<b>Adult/Young Adult</b>	<b><u>77.40%</u></b>	<b><u>24,074</u></b>	<b><u>30.72%</u></b>	<b><u>16,678</u></b>	<b><u>29.17</u></b>
<b>Audio Compact Disc (CD)</b>					
Audio Compact Disk (CD)	17.31%	5,384	30.00%	3,769	30
Audiobook CD's	14.07%	4,376	30.00%	3,063	65
<b>Audiobook Cassette</b>					
Audiobook Cassette	19.58%	6,090	30.00%	4,263	10
<b>CD-ROM</b>					
CD-ROM	2.82%	877	25.00%	658	30
<b>DVD</b>					
DVD	9.64%	2,998	30.00%	2,099	30
<b>Video Cassette</b>					
Video Cassette	13.98%	4,348	35.00%	2,826	10
<b>Children/Juvenile</b>	<b><u>22.60%</u></b>	<b><u>7,029</u></b>	<b><u>29.68%</u></b>	<b><u>4,943</u></b>	<b><u>22.67</u></b>
<b>Audio Cassette</b>					
Audiobook Cassettes	0.87%	271	30.00%	190	16
<b>Audio Compact Disc (CD)</b>					
Audio Compact Disk (CD)	3.57%	1,110	30.00%	777	30
<b>CD-ROM</b>					
CD-ROM	1.34%	417	25.00%	313	30
<b>DVD</b>					
DVD	4.82%	1,499	30.00%	1,049	30
<b>Media Kits</b>					
Media Kit (Audio Cassette W/ Book)	5.77%	1,795	30.00%	1,257	20
<b>Video Cassette</b>					
Video Cassette	6.23%	1,938	30.00%	1,357	10
<b>Totals:</b>	<b><u>100.00%</u></b>	<b><u>31,103</u></b>	<b><u>30.49%</u></b>	<b><u>21,621</u></b>	<b><u>25.9</u></b>



# Allocation of the Library's Periodical Collection

## CATEGORY

Subcategory Volume Type	Percent of Collection	Projected Total Volumes	Percent in Circulation	Projected Volumes on Shelf	Volumes/ Linear Foot
<b><u>Adult/Young Adult</u></b>	<b><u>96.78%</u></b>	<b><u>558</u></b>	<b><u>-0.10%</u></b>	<b><u>559</u></b>	<b><u>1</u></b>
<b>Back Issue Magazines</b>					
Back Issue Magazines	16.34%	94	0.00%	94	1
<b>Current Magazines</b>					
Current Magazines	77.22%	446	0.00%	446	1
<b>Current Newspapers</b>					
Current Newspapers	3.22%	19	0.00%	19	1
<b><u>Children/Juvenile</u></b>	<b><u>3.22%</u></b>	<b><u>19</u></b>	<b><u>-2.34%</u></b>	<b><u>19</u></b>	<b><u>1</u></b>
<b>Children's Current Magazines</b>					
Children's Current Magazines	3.22%	19	0.00%	19	1
<b>Totals:</b>	<b><u>100.00%</u></b>	<b><u>577</u></b>	<b><u>-0.17%</u></b>	<b><u>578</u></b>	<b><u>1</u></b>



## Supercategory Space Allocation

SUPERCATEGORY	NET Assignable Sq. Ft.	NON Assignable Sq. Ft.	Total Gross Sq. Ft.	% of Gross Sq. Ft.
MEETING ROOMS	2,943	981	3,924	8%
NO SUPERCATEGORY	105	35	140	0%
READER'S SEATS	4,438	1,479	5,917	13%
SHELVING	10,808	3,603	14,411	31%
SPECIAL PURPOSE	5,854	1,951	7,805	17%
STAFF WORKSPACE	7,771	2,590	10,361	22%
TECHNOLOGY	2,873	958	3,831	8%
<b>Totals:</b>	<b>34,792</b>	<b>11,597</b>	<b>46,389</b>	<b>100%</b>

Non-Assignable Square Footage @ 25% of Gross



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# Spatial Relationships for all Library Divisions

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## **Administration**

The library's administrative offices need to be accessible to the public, but they do not need to be located in prime floor space. In a building this size, administration is best located in a somewhat remote area, even on a secondary floor, but relatively close to elevators and stairs leading to the main entry. Administration should also be located in proximity of the staff lounge and the staff entrance.

Administration may need to be open longer hours than the main library's hours of operation and the architectural design should accommodate this.

Administration should also have a strong connection to the City Hall and Civic Center Complex. The Director will need easy access and communication with the City Manager's Office.

The Library Director should have easy and close access to a parking stall.

### PROXIMITY:

- Public Entrance
- Staff Services
- Reference Services
- Adult Services
- Children's Services
- Public Meeting Rooms

## **Adult Fiction Collection**

The fiction collection should be easily accessible from the front entry of the library. For the most part, patrons enter the fiction collection after passing through the security gates and/or the new book display. Many of the library patrons are exclusive fiction readers, and will exit the library via the circulation desk immediately upon making a selection in the fiction book stacks.

### ADJACENT:

- Browsing and Periodicals
- Special Collections

### CLOSE:

- Reference Services

### PROXIMITY:

- Audio-Visual Library
- Circulation Services
- Library Entrance
- Public Restrooms



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## ***Audio-Visual Library***

Many patrons will enter the Audio-Visual Library from either the Browsing, Periodical Collection or from the main entrance of the library after passing by the circulation desk. The AV library should be very close to the Young Adult Services since young adults are often attracted to AV materials. Further, the AV Library should be relatively close to the Children's Library so that parents can browse here after dropping their children off in the Children's Library.

### **ADJACENT:**

Browsing and Periodicals

### **CLOSE:**

Children's Library  
Circulation Services  
Library Entrance  
Young Adult Services

### **PROXIMITY:**

Reference Services  
Fiction Collection  
Non-Fiction Collection



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## ***Browsing & Periodicals***

When patrons enter the library, they should be able to see and have immediate access to the Browsing collection. Many will enter this area, select a new book and leave the library by way of the Circulation Desk. Others will enter the library, browse in this area and then go on to other areas of the library, most notably the audio-visual and fiction collections.

Another typical pattern is for a parent to enter the library, drop their child off in the Children's Library and then return to Browsing to select a book for themselves. It is highly desirable to have the Children's Library visible and close to Browsing so that parents can keep an eye on their children's activities while they are browsing through the new books.

Patrons will also enter the library and browse in the new books display area, and then go on to the fiction collection to select additional books before returning to the circulation desk and subsequently leaving the library. For this reason, it is advantageous to have the new book collection in the proximity of the fiction collection.

These collections are extremely popular and should be located at the very front of the library just after the lobby entrance.

Access to the Circulation Area is important for back-issue periodicals older than the most recent 6 months as well as to the copy center where patrons can make photocopies of articles. The periodicals division should also be in proximity of the circulation desk so that circulation staff can assist patrons in their literature searches.

### **CLOSE:**

- Circulation Desk
- Library Entrance
- Reference/Information Desk
- Audio-Visual Library

### **PROXIMITY:**

- Fiction Collection & Seating



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## ***Children's Library***

Children should not have to traverse any part of the adult library to get to the entrance of the children's library. The entrance to children's library should be just inside the security system and very near the circulation desk. When children and parents come out of the Children's Library, they should literally run into the circulation desk. This relationship will facilitate the circulation of children's books.

The entrance to the children's library should be very close to Browsing and the AV Library as well. This will allow parents to browse for new books and AV materials and still keep a watch on their children in the Children's Library.

### **CLOSE:**

- Audio-Visual Library
- Browsing
- Circulation Services
- Library Entrance

### **AWAY:**

- Non-Fiction Collection
- Reference Services
- Young Adult Services

## ***Circulation Services***

The Circulation Services division should be centrally located where all library patrons must pass through it when entering or exiting the library building.

There are two distinctive areas in the circulation section. The circulation desk is the public area where the staff deals with the public. The workroom area is where all the off desk activities take place.

### **ADJACENT:**

- Library Entrance

### **CLOSE:**

- Audio-Visual Library
- Browsing
- Children's Library

### **PROXIMITY:**

- Fiction Collection & Seating
- Young Adult Services

### **AWAY:**

- General Building Services
- Staff Service

## ***General Building Services***

Some of the custodial services will be spread throughout the building as non-assignable square footage in the form of custodial sink and supply closets. However, the majority of the space in this division will be best located in the "back of the house" areas of the library.

### **PROXIMITY:**

- Technical Services

### **AWAY:**

- Most All Public Services



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## **Homework Center**

The homework center needs to be relatively close to the children's desk so that staff at the desk can not only supervise the space, but also provide assistance to students. The space should also be relatively close to the children's reference collection so that resources there can be use effectively by students in the Homework Center. While there will be OPACs located in the Homework Center, it should be located in proximity of the Children's main OPAC cluster so that the units in the cluster can serve as overflow machines. Finally, students in the Homework Center will occasionally utilize the broader resources of the juvenile collection so the two spaces should be in proximity to one another as well.

### **ADJACENT:**

Study / Tutoring Room A,B,F

### **CLOSE:**

Children's Desk  
Children's Reference Collection & Seating

### **PROXIMITY:**

Children's On-Line Public Access Catalog (OPAC)  
Juvenile Collection & Seating

## **Library Entrance**

The Library Entrance division is essentially a pass-through space which patrons will use when visiting both the library proper as well as the public meeting rooms. As such, it should be located centrally between the library proper and the public meeting room division to allow access to both in a convenient and efficient manner. The Library Entrance division must be able to be locked off and separated from the library proper so that the meeting rooms, restrooms, and ancillary services can be accessed separately and utilized when the library is closed.

### **ADJACENT:**

Circulation Services  
Public Meeting Rooms

### **CLOSE:**

Audio-Visual Library  
Browsing & Periodicals  
Children's Library

### **PROXIMITY:**

Fiction Collection

### **AWAY:**

General Building Services



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### ***Literacy Center***

This area is situated in a relatively quiet part of the library's second floor, close to most of the study rooms. This promotes privacy and confidentiality, qualities important to most adult learners, especially as they begin their literacy improvement work.

#### ADJACENT:

- Reference Services
- Adult and YA Non-Fiction Collection & Seating

#### CLOSE:

- Study/Tutoring Rooms A,B,C,D,E
- Reference Desk
- OPACs

#### PROXIMITY:

- Audio-Visual Collection & Seating
- Circulation Desk
- Public Entrance & Lobby
- Public Restrooms

### ***Local History Collection***

The only relationship for this division is that it should be close to the reference division.

#### CLOSE:

- Reference Services



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## ***Non-Fiction Collection***

The major spatial relationship for the Non-Fiction Collection is that it be very close to the Reference Services section. While using the Non-Fiction Collection, library patrons will usually consult one of the library's On-Line Public Access Catalogs (OPAC) in the Reference Services section before heading for the non-fiction collection.

One of the more common scenarios is a library patron entering the library and proceeding to the OPACs, consulting the catalog and then going to the appropriate section of the Non-Fiction Collection to find one or more books. Patrons will then either sit down and look at the books and/or check the books out at the Circulation Desk. Further, the library's staff will have frequent need to access the non-fiction collection while answering reference questions as well as taking patrons to the non-fiction collection from the reference desk to help them find books on a specific subject.

In Orange, a long-standing tradition of combining Adult and Young Adult Non-Fiction will be maintained, as teens learn this way to use Adult materials and adults often appreciate access to a more simplified presentation. This is also why proximity to the Literacy Collection is important.

### **ADJACENT:**

Reference Services

### **PROXIMITY:**

Literacy

### **AWAY:**

Children's Library

## ***Public Meeting Rooms***

The major spatial relationship of the Public Meeting Rooms division is the Library Entrance division. Since the public meeting room complex will frequently be open when the rest of the library proper is closed, access must be provided through the main lobby to the community and conference rooms as well as to the rest rooms, without compromising the library's security.

### **ADJACENT:**

Library Entrance

### **PROXIMITY:**

Public Rest Rooms

Administration

Friends Bookstore

### **CLOSE:**

Custodial Sink & Supply Closet



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## **Reference Services**

Patrons who are searching for answers to their informational questions will often enter the library and proceed directly to the Reference Services division. These individuals will most often be headed first to the OPACs, then the reference desk and finally the reference collection. Because of this, patrons should have to pass by the OPACs before they arrive at the reference desk. It is highly desirable to have the reference desk and OPACs visible from just inside the entrance to the library proper and at the end of the main circulation traffic pattern into the library. Once consulting the OPACs and the reference staff, these patrons may subsequently visit the reference collection as well as the technology workstations while searching for answers to their questions.

The Non-Fiction Collection has a strong spatial relationship with the Reference Services section. These two divisions must be very close for the library to function effectively. While there is a reader's advisory relationship between the fiction collection and reference services, it is not as strong as the relationship between the non-fiction collection and reference. The Reference Services division should also be close to the local history collection so that reference staff can assist patrons who need to access this collection.

The reference section should be as far away from the children's library as possible because noise generated from the children's library will disturb the concentration of patrons.

### **CLOSE:**

- Non-Fiction Collection
- Local History Collection

### **PROXIMITY:**

- Audio-Visual Library
- Fiction Collection
- Periodicals Collection
- Young Adult Services

### **AWAY:**

- Children's Library

## **Special Collections**

The only relationship for this division is that it should be close to the Reference desk and an extension of the Fiction collections.

### **CLOSE:**

- Reference Desk

### **PROXIMITY:**

- Fiction Collection & Seating
- New Book Display



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### **Staff Services**

The staff services division should be removed from the public areas of the library. It is a prime candidate for location in the "back of house" areas of the library. This division should be in the general proximity of the administration or at least easily accessible from there. It must also be accessible to all staff areas of the library, but not easily accessible to the public.

PROXIMITY:

Administration  
Technical Services

### **Technical Services**

In a building this size, the technical services are best located in the "back of the house" or on a secondary floor, but close to elevators and stairs leading to the shipping and receiving and loading dock areas. A direct freight elevator connection between the two is ideal. The technical services division should also be located in proximity of the staff lounge and entrance.

There are two distinct "clusters" of workspaces in this division. The first is the traditional "technical services" for the library that include acquisitions, cataloging, processing, mending and storage of books and materials. The second is the computer systems space which includes the computer systems workroom, the computer telecommunications room, and the computer repair and storage space.

PROXIMITY:

General Building Services  
Staff Services

### **Young Adult Services**

The Young Adult Services section should be very close to the Audio-Visual Library since young adults will be heavy users of this collection. The YA section should be relatively close to Circulation Services, so that staff in Circulation can supervise the youths. This section should not be located too close to Reference Services because the noise generated may disturb the patrons in reference who are seeking quiet for study or research activities that require concentration. The Young Adult area should not be located too close to the children's library or it will not be used by the youth it is intended to serve, since youth of this age are trying to separate themselves from the image of being "children."

CLOSE:

Audio-Visual Library

PROXIMITY:

Circulation Services

AWAY:

Children's Library



# **Spatial Relationships**

**for each Library Space**

## **Division Name**

### **Space Name**

Description/Detail Data

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## **ADMINISTRATION**

### **Administrative Rest Room**

It would be useful to have it close to the conference room.

#### **CLOSE:**

Conference Room  
Library Director's Office  
Library Manager's Office

#### **PROXIMITY:**

Administrative Staff Office

### **Administrative Staff Office**

This space should be adjacent to both the library director's and library manager's offices as well as the copy room and storage/supply room. This office should be relatively close to the conference room to facilitate assistance during meetings. A proximity to the mail sorting area is required.

#### **ADJACENT:**

Library Director's Office  
Library Manager's Office  
Copy Room  
Storage/Supply Room

#### **CLOSE:**

Conference Room  
Mail Room

#### **PROXIMITY:**

Administrative Restroom  
Staff Lounge

### **Conference Room**

The conference room must be adjacent to the library director's office, library manager's office and the kitchenette. It should also be close to the administrative rest room, administrative staff office, and the copy room.

#### **ADJACENT:**

Kitchenette  
Library Director's Office  
Library Manager's Office

#### **CLOSE:**

Administrative Rest Room  
Administrative Staff Office



## **Division Name**

### **Space Name**

Description/Detail Data

---

## **ADMINISTRATION**

### **Copy Room**

The space must be immediately adjacent to the administrative staff office. It must also be close to the Conference Room and storage/supply room.

#### ADJACENT:

Administrative Staff Office

#### CLOSE:

Conference Room

Storage/Supply Room

Staff Services

#### PROXIMITY:

Library Director's Office

Library Manager's Office

### **Kitchenette**

Refreshments should be able to be served from the kitchenette directly to the conference room.

#### ADJACENT:

Conference Room

#### PROXIMITY:

Administrative Staff Offices

### **Library Director's Office**

The director's office must be adjacent to the administrative staff office as well as the library manager's office and the conference room. There should be a door leading directly from this office into the conference room which can also serve as a secondary exit for the director.

#### ADJACENT:

Library Manager's Office

Conference Room

Administrative Staff Office

#### PROXIMITY:

Administrative Rest Room

### **Library Manager's Office**

The library manager's office must be adjacent to the administrative staff office, the conference room as well as the library director's office.

#### ADJACENT:

Administrative Staff Office

Conference Room

Library Director's Office

#### PROXIMITY:

Administrative Rest Room



## **Division Name**

### **Space Name**

Description/Detail Data

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## **ADMINISTRATION**

### **Storage/Supply Room**

The space must be immediately adjacent to the administrative staff office. It must also be close to the copy room.

ADJACENT:

Administrative Staff Office

CLOSE:

Copy Room

## **ADULT FICTION COLLECTION**

### **Fiction Collection & Seating**

In general, the fiction collection should be located up toward the front of the library in the proximity of the circulation desk and the main entrance to the library. The fiction collection should also be in the proximity of the New Book Display area, Periodicals and the AV Collection & Seating. There is some relationship between the Fiction Collection & Seating and the Non-Fiction Collection & Seating, but relatively speaking it is not a strong one. Reference staff will provide some reader's advisory assistance to patrons from the reference desk. A Readers advisory desk will also be provided.

ADJACENT:

Special Collections  
New Book Display  
Paperback Collection

CLOSE:

Reference Desk  
OPACs

PROXIMITY:

AV Collection & Seating  
Circulation Desk  
Non-Fiction Collection  
Public Entrance & Lobby  
Public Restrooms  
Study Rooms

The mystery books should be placed between the regular fiction collection and the new book display in browsing division. This collection is a high use collection and will be accessed quickly after entering the library by those devoted to mystery novels.

The paperback collection should also be highly visible and accessible.

The Special Collections, to include the Spanish Language Collection, Large Print Collection, and Asian Languages Collection, should be directly adjacent to the fiction collection.

Large print books are mostly fiction books and are used most frequently by seniors or others with failing eyesight. These books may be located anywhere in the fiction collection, but they should be relatively easy to find.



## **Division Name**

### **Space Name**

Description/Detail Data

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## **AUDIO-VISUAL LIBRARY**

### **AV Collection & Seating**

This space should be just off the main traffic pattern extending from the library entrance and circulation desk into the main part of the library. It should be part of the Popular Library (New Books, Periodicals etc.)

#### **ADJACENT:**

AV Desk  
Browsing and Periodicals

#### **CLOSE:**

Children's Entrance  
Circulation Desk  
Public Entrance & Lobby  
Young Adult Collection & Seating

#### **PROXIMITY:**

Reference Services  
Fiction Collection  
Non-Fiction Collection

### **AV Desk**

The AV desk must be prominently located so that it is highly visible upon entering the AV area of the library. The location of this desk is critical since the staff at this desk must visually control the entire AV library. There is a particularly strong relationship between the desk, collections and preview area. This desk should be close to the staff workroom since the staff will walk back and forth between these two areas fairly frequently.

#### **ADJACENT:**

AV Collection & Seating

#### **CLOSE:**

Children's AV Collection  
Circulation Desk



## **Division Name**

### **Space Name**

Description/Detail Data

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## **BROWSING & PERIODICALS**

### **New Book Display**

The new book display area should be HIGHLY VISIBLE, and should be just to one side of the main traffic pattern in and out of the library. The children's library should be relatively close to the new book display area and visible from it. The new book display should be very close to the AV collections and seating since many times patrons will browse for both new books as well as new AV materials during the same visit to the library.

#### **ADJACENT:**

AV Collections & Seating

#### **CLOSE:**

Children's Entrance

Circulation Desk

Public Entrance & Lobby

#### **PROXIMITY:**

Fiction Collection & Seating

#### **AWAY:**

Non-Fiction Collection & Seating

Reference Collection & Seating

### **Periodical Collection & Seating**

The location of the current magazine and newspaper display area is quite flexible. While some patrons prefer it to be near the new books, an equal number prefer it to be somewhat more removed from the hustle and bustle of the library's popular library. This space, the 'living room' of the library, should be a relaxing and warm environment where patrons can read magazines and newspapers at their leisure. Since the materials are newest and most popular, there will be many people using them, however, the space should be somewhat cloistered and out of the way so that patrons which choose to remain in the space for a long time can do so without being unduly disturbed. Wherever it is located, it will be advantageous if the staff at the reference desk can supervise it. Patrons will occasionally be coming to the reference desk seeking back-issue periodicals that are stored in the reference workroom.

#### **PROXIMITY:**

Copy Center (Reference)

Reference Desk

## **CHILDREN'S LIBRARY**

### **Children's AV Collection & Seating**

The AV Collections should be immediately visible upon entering the children's library and adjacent to the children's entrance.

#### **ADJACENT:**

Children's Entrance

#### **CLOSE:**

Children's Desk

#### **PROXIMITY:**

Children's On-Line Public Access Catalog (OPAC)



## **Division Name**

### **Space Name**

Description/Detail Data

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## **CHILDREN'S LIBRARY**

### **Children's Desk**

The children's desk must be prominently located so that it is highly visible upon entering the children's library through the children's entrance. The location of this desk is critical since the staff at this desk must visually control the entire children's library. The children's desk is the hub of the entire children's library. There is a particularly strong relationship between this desk and the children's collections and seating as well as to a lesser extent the juvenile seating and collections. The entrance to the children's rest room should also be able to be supervised from the children's desk. The children's desk should be close to the children's workroom since staff will walk back and forth between these two areas fairly frequently.

#### **ADJACENT:**

- Children's Entrance
- Children's On-Line Public Access Catalog (OPAC)
- Children's Reference Collection & Seating
- Children's Staff Workroom

#### **CLOSE:**

- Children's AV Collections & Seating
- Children's Collections & Seating
- Senior Librarian's Office
- Homework Center

#### **PROXIMITY:**

- Children's Program Area
- Children's Rest Room
- Older Children's Collection & Seating
- Study/Tutoring Room

### **Children's On-Line Public Access Catalog (OPAC)**

The OPAC "cluster" should be located just inside the children's entrance so that it is highly visible to children and their parents as soon as they enter the children's library. It should be adjacent to the children's desk so that the staff can assist children with searches in the on-line catalog. It should be positioned approximately equal distance from the children's and Older Children's Collection & Seating so patrons can easily locate items they have found in the catalog in either collection.

#### **ADJACENT:**

- Children's Desk
- Children's Entrance

#### **CLOSE:**

- Children's AV Collection & Seating
- Children's Collection & Seating
- Older Children's Collection & Seating

#### **PROXIMITY:**

- Children's Rest Room
- Homework Center



## **Division Name**

### **Space Name**

Description/Detail Data

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## **CHILDREN'S LIBRARY**

### **Children's Program Area**

The children's program area should be adjacent to the children's workroom, and close to the children's desk as well as the children's collection and seating area.

ADJACENT:

Children's Staff Workroom

CLOSE:

Children's Desk

Children's Collections & Seating

PROXIMITY:

Children's Rest Room

### **Children's Reference Collection & Seating**

The reference collection must be adjacent to the children's desk for quick and easy access by staff. It should also be relatively close to the children's workroom as well.

ADJACENT:

Children's Desk

CLOSE:

Children's Staff Workroom

Homework Center

### **Children's Rest Room**

While the children's rest room should be reasonably convenient from the entrance to the children's library, they should not be too close to the entrance to the main library in order to discourage the use of this rest room by adults. The rest room is exclusively for children and for parents using the diaper changing stations. The children's rest room should be relatively quickly accessible from the children's collection space as well as the children's program area.

ADJACENT:

Custodial Sink & Supply Closet

PROXIMITY:

Children's Entrance

Children's Desk

Children's Collection & Seating

Children's On-Line Public Access Catalog (OPAC)

Children's Program Area



## **Division Name**

### **Space Name**

Description/Detail Data

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## **CHILDREN'S LIBRARY**

### **Children's Staff Workroom**

The Children's Staff Workroom should be adjacent to the children's program area so that staff can go between the two spaces quickly and easily. Staff will supervise children in this area and prepare materials to be used during programs. The children's workroom should be located adjacent to the children's desk as well. The space should be removed from the noisy atmosphere of the children's library, but staff must be able to supervise children through out the library from the workroom. The workroom should be close to the Senior Librarian's Office as well.

#### **ADJACENT:**

Children's Desk  
Children's Program Area

#### **CLOSE:**

Senior Librarian's Office  
Children's Reference Collection & Seating

### **Custodial Sink & Supply Closet**

The custodial closet should be located adjacent to the children's rest room.

#### **ADJACENT:**

Children's Rest Room

### **Older Children's Collection & Seating**

The juvenile collection and seating area should be relatively close to the children's on-line public access catalog since children of this age will be attracted to these units and will often be able to operate them by themselves. The space should be in the proximity of the children's desk, but the size of the collection will force it to be somewhat removed. This space should be visible from the children's entrance, but, again, it will likely be somewhat removed from the front of the children's library simply because of its size. This space should be in the proximity of the Homework Center since students in the Homework center will use some of the books in the Juvenile collection.

#### **CLOSE:**

Children's On-Line Public Access Catalog (OPAC)

#### **PROXIMITY:**

Children's Desk  
Homework Center

### **Senior Librarian's Office**

The office should be adjacent to the Children's Staff Workroom, but the public should not have to go through the workroom to get inside of the office. The office should be private, but it should be located so that the staff in the workroom and at the children's desk can be supervised by the department head while sitting in the office.

#### **CLOSE:**

Children's Staff Workroom  
Children's Desk



## **Division Name**

### **Space Name**

Description/Detail Data

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## **CHILDREN'S LIBRARY**

### **Study/Tutoring Room F**

The homework center study / tutoring rooms will need to be adjacent to the homework center. The study / tutoring rooms should be visible from the children's desk so that the staff can assist youth with homework assignments and encourage them to begin to use the resources of the library's print collection.

ADJACENT:

Homework Center

### **Young Children's Collection & Seating**

The children's collection and seating area needs to be adjacent to the children's desk so that staff can supervise and assist young children. This space should be close to and visible from the children's entrance.

ADJACENT:

Children's Desk

Older Children's Collection & Seating

CLOSE:

Children's Entrance

PROXIMITY:

Children's On-Line Public Access Catalog (OPAC)

Children's Rest Room

## **CIRCULATION SERVICES**

### **Book Return/Sorting**

The book return space must be adjacent to the circulation workroom as well as the lobby of the building and/or the exterior of the building near the front entrance. If possible, it is desirable for patrons to also be able to deposit library materials into this room from just inside the security gates, from the lobby as well from the exterior of the building for after hours return as well. For patron convenience, a separate set of remote exterior book and AV return units (preferably with driver's side drop off) will need to be added in the parking lot as well. These units should be relatively close to the main entrance of the library so that staff can unload them easily and truck the library materials to the circulation workroom.

ADJACENT:

Public Entrance & Lobby

Circulation Desk

Circulation Workroom

CLOSE:

Access to the stacks and collections.



## **Division Name**

### **Space Name**

Description/Detail Data

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## **CIRCULATION SERVICES**

### **Circulation Desk**

The circulation desk must be adjacent to public entrance and lobby as well as the main circulation path in and out of the library, but just off to one side so as not to interfere with the flow of people coming and going from the library. The library staff at the circulation desk should have good visual supervision of the security system gates and be able to access the gates and lobby relatively quickly if necessary.

This circulation desk should be adjacent to the circulation workroom, book return/sorting room, as well as the copy center. The circulation desk should also be close to the AV collections and new book display as well as the children's entrance.

Finally, when approaching the circulation desk, patrons should reach the self-checkout stations before they get to the checkout stations that are staffed at the desk. This will hopefully increase the likelihood of patrons using the self-checkout units.

#### **ADJACENT:**

- Public Entrance & Lobby
- Circulation Supervisor's Office
- Circulation Workroom
- Book Return/Sorting

#### **CLOSE:**

- Mending & Processing
- AV Collection & Seating
- Copy Center
- New Book Display

#### **PROXIMITY:**

- Fiction Collection & Seating
- Public Rest Rooms
- Young Adult Collection & Seating

#### **AWAY:**

- Children's Library
- Loading Dock
- Shipping & Receiving
- Staff Entrance

### **Circulation Supervisor's Office**

All of the circulation support staff should be able to be easily supervised from this office with visual access to the circulation desk. Staff should be able to get to the office easily from the circulation desk if problems come up with patrons. Patrons should be able to access the office without going behind the circulation desk or into any of the circulation division's "behind the scenes" spaces.

#### **ADJACENT:**

- Circulation Desk
- Circulation Workroom

#### **PROXIMITY:**

- Public Entrance & Lobby



## **Division Name**

### **Space Name**

Description/Detail Data

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## **CIRCULATION SERVICES**

### **Circulation Workroom**

The book return/sorting room, circulation office, and circulation desk should all be immediately adjacent to the circulation workroom. Staff will move frequently between each space, but particularly between the desk and the workroom. For this reason, not only should there be quick and easy access between the spaces, but there should also be a clear view between the workroom and the circulation desk so that staff can "fill-in" when a line starts to form at the desk.

#### **ADJACENT:**

Book Return/Sorting Room  
Circulation Desk  
Circulation Supervisor's Office

### **Mending & Processing**

The mending and processing workroom should be adjacent to the circulation services workroom and the book return/sorting room.

#### **ADJACENT:**

Circulation Workroom

#### **CLOSE:**

Book Return Room

#### **PROXIMITY:**

Circulation Desk

## **GENERAL BUILDING SERVICES**

### **Custodial Workroom**

The workroom should be adjacent to the loading dock and in the proximity of the general library storage room.

#### **ADJACENT:**

Loading Dock

#### **PROXIMITY:**

General Library Storage Room

### **Friends Book Storage & Workroom**

The Friends book storage area needs to be as close as possible to the Friends Bookstore and in the proximity of the loading dock, since deliveries to this area will be quite frequent.

#### **CLOSE:**

Friends Bookstore  
Mail Room

#### **PROXIMITY:**

Loading Dock



## **Division Name**

### **Space Name**

Description/Detail Data

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## **GENERAL BUILDING SERVICES**

### **General Library Storage Room**

This area should be close to the shipping and receiving area and the loading dock and in the proximity of the custodial workroom.

CLOSE:

Loading Dock  
Mail Room

PROXIMITY:

Technical Services  
Custodial Workroom  
Friends Book Workroom & Storage

### **Loading Dock**

The loading dock must be adjacent to shipping and receiving, the mail room as well as the custodial workroom. It should also be close to the General Library Storage and in the proximity of the Friends book storage & workroom.

ADJACENT:

Custodial Workroom  
Mail Room

CLOSE:

Technical Services  
General Library Storage Room

PROXIMITY:

Friends Book Storage & Workroom  
Mechanical Equipment Room

AWAY:

Most All Public Service Areas

### **Mail Room**

The mail room should be adjacent to both the loading dock and the shipping and receiving area for easy delivery and distribution of the mail.

ADJACENT:

Loading Dock  
Staff Entrance

CLOSE:

Technical Services  
Administrative Staff Office  
Administration Copy Room

### **Mechanical Equipment Room**

This room needs to be in the proximity of the loading dock.

PROXIMITY:

Loading Dock



## **Division Name**

### **Space Name**

Description/Detail Data

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## **HOMEWORK CENTER**

### **Homework Collection & Seating**

The homework center needs to be relatively close to the children's desk so that staff at the desk can not only supervise the space, but also provide assistance to students. The space should also be relatively close to the children's reference collection so that resources there can be use effectively by students in the Homework Center. While there will be OPACs located in the Homework Center, it should be located in proximity of the Children's main OPAC cluster so that the units in the cluster can serve as overflow machines. Finally, students in the Homework Center will occasionally utilize the broader resources of the juvenile collection so the two spaces should be in proximity to one another as well.

#### **ADJACENT:**

Study/Tutoring Room A,B,F

#### **CLOSE:**

Children's Desk

Children's Reference Collection & Seating

#### **PROXIMITY:**

Children's On-Line Public Access Catalog (OPAC)

Older Children's Collection & Seating

## **LIBRARY ENTRANCE**

### **Friends Bookstore**

The Friends Bookstore must be just off the lobby and highly visible as people walk in and out of the library building.

#### **ADJACENT:**

Public Entrance & Lobby

#### **CLOSE:**

Auditorium

Conference Room

Meeting Room

#### **PROXIMITY:**

Friends Work Room/Storage



## **Division Name**

### **Space Name**

Description/Detail Data

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## **LIBRARY ENTRANCE**

### **Public Entrance & Lobby**

The public entrance and lobby are the focal point and primary access conduit to all parts of the library building including the library proper and all ancillary services. Access to the public meeting rooms, Friends Bookstore, as well as the library proper should be off the lobby.

The library entrance should be adjacent to the circulation desk and should provide a return area for patrons who wish to pay overdue fines. Consideration might be given to locating the office of the library director adjacent to the entrance on the other side of the area since visitors having business with the library director should not have to hike through the entire building. A display case should entice patrons into the library.

#### **ADJACENT:**

- Circulation Desk
- Auditorium
- Conference Room
- Friends Bookstore
- Public Rest Rooms
- Administration Offices

#### **CLOSE:**

- Browsing
- AV Library
- Children's Entrance

#### **PROXIMITY:**

- Fiction Collection & Seating

#### **AWAY:**

- Loading Dock

### **Public Rest Rooms**

The main public rest rooms must be just off the lobby and close to the meeting room complex. The entrance to the rest rooms which serve public meeting rooms should be easy to find and very convenient from the meeting rooms. Further, the entrance to the rest rooms should be visible from the circulation desk if possible. The rest rooms should also be close to the Friends Bookstore.

#### **ADJACENT:**

- Public Entrance & Lobby

#### **CLOSE:**

- Auditorium
- Conference Room
- Friends Bookstore
- Meeting Room

#### **PROXIMITY:**

- Circulation Desk
- Custodial Sink & Supply Closet



## **Division Name**

### **Space Name**

Description/Detail Data

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## **LITERACY CENTER**

### **Literacy Collection & Seating**

This collection is a high-use collection and will be accessed quickly after entering the library by those devoted to their dedication to become more literate.

#### ADJACENT:

Reference Services  
Adult and YA Non-Fiction Collection & Seating

#### CLOSE:

Study/Tutoring Rooms A,B,C,D,E  
Reference Desk  
OPACs

#### PROXIMITY:

Audio-Visual Collection & Seating  
Circulation Desk  
Public Entrance & Lobby  
Public Restrooms

### **Literacy Office**

This collection is a high-use collection and will be accessed quickly after entering the library by those devoted to their dedication to become more literate.

#### ADJACENT:

Literacy Collection and Seating  
Adult and YA Non-Fiction Collection & Seating

#### CLOSE:

Study/Tutoring Rooms A,B,C,D,E  
Reference Desk  
OPACs

#### PROXIMITY:

Audio-Visual Collection & Seating  
Circulation Desk  
Staff Restrooms



## **Division Name**

### **Space Name**

Description/Detail Data

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## **LOCAL HISTORY COLLECTION**

### **Local History Collection & Seating**

The local history collection should be in a more remote area of the library, but reasonably close to the reference desk and preferably visible from the reference desk so that staff can help supervise the room. The Local History Collection and Seating space should be adjacent to not only the local history desk, but also the local history office and workroom.

#### **ADJACENT:**

- Local History Desk
- Local History Office
- Local History Workroom

#### **CLOSE:**

- Reference Desk
- Public Restrooms

### **Local History Desk**

The local history desk is the hub of the local history collection and therefore should be the predominant feature in this division. It must be adjacent to the local history workroom and office as well as the collection and seating space.

#### **ADJACENT:**

- Local History Collection & Seating
- Local History Office
- Local History Workroom

### **Local History Office**

This space should be adjacent to the local history desk and workroom since the librarians should be able to be easily supervised from this office. Staff should be able to get to the office easily from the local history desk if problems come up with patrons. Patrons should be able to access the local history office without going behind the local history desk or into the local history workroom.

#### **ADJACENT:**

- Local History Collection & Seating
- Local History Desk
- Local History Workroom

### **Local History Workroom**

The local history workroom should be adjacent to the local history desk, office and collection. Staff inside the workroom should be able to keep an eye on the local history desk, but the staff in the workroom should be separate from the desk and the public should not be able to see into the workroom.

#### **ADJACENT:**

- Local History Collection & Seating
- Local History Desk
- Local History Office



## **Division Name**

### **Space Name**

Description/Detail Data

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## **NON-FICTION COLLECTION**

### **Non-Fiction Collection & Seating**

The non-fiction collection should be close to the On-Line Public Access Catalog and the Reference Desk. Further, the non-fiction collection should be easily accessible and in the proximity of the copy center, the reference collection, public rest rooms and the fiction collection & seating. The non-fiction collection should be far away from the noise of the children's library.

#### **CLOSE:**

On-Line Public Access Catalog (OPACs)  
Reference Desk

#### **PROXIMITY:**

Copy Center (Reference)  
Fiction Collection & Seating  
Public Rest Rooms (Reference)  
Reference Collection & Seating

#### **AWAY:**

Children's Entrance

## **PUBLIC MEETING ROOMS**

### **AV, Chair, & Table Storage Room**

This room must be adjacent to the community room and the meeting room and close to conference room so that equipment can be moved back and forth quickly and easily. It would probably be best if at least one door to the room opened right off of the auditorium as well as the meeting room. Access to this room should be possible from the auditorium, meeting room and conference room without disturbing on-going meetings or functions in any of the rooms.

#### **ADJACENT:**

Community Room

#### **CLOSE:**

Conference Room

### **Community Room**

The auditorium must be adjacent to the lobby and the AV, chair and table storage room, and close to the public rest rooms, conference room, meeting room and kitchenette. The entrances to the auditorium should be to the back of the room so that late arrivals will not disturb a program already in progress.

#### **ADJACENT:**

AV, Chair & Table Storage Room  
Public Entrance & Lobby

#### **CLOSE:**

Conference Room  
Kitchen  
Public Rest Rooms

#### **PROXIMITY:**

Custodial Sink & Supply Closet



## **Division Name**

### **Space Name**

Description/Detail Data

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## **PUBLIC MEETING ROOMS**

### **Conference Room**

The conference room should be easily accessible from the public entrance and lobby of the building as well as readily accessible to restrooms, the kitchenette, and the AV, Chair & Table Storage Room. The community room should also be close by.

#### ADJACENT:

Public Entrance & Lobby

#### CLOSE:

AV, Chair & Table Storage Room

Community Room

Kitchenette

#### PROXIMITY:

Custodial Sink & Supply Closet

Public Rest Rooms

### **Custodial Sink & Supply Closet**

The closet can be located anywhere in the public meeting rooms division as long as it is convenient for custodians to utilize when cleaning the community and conference rooms and public rest rooms.

#### PROXIMITY:

Community Room

Conference Room

Public Rest Rooms

### **Kitchenette**

Refreshments should be able to be served from the kitchenette directly to the meeting room or directly to the lobby via a service window. The kitchenette should also be close to the community and conference room for easy access.

#### ADJACENT:

Community Room

Public Entrance & Lobby

#### CLOSE:

Conference Room



## **Division Name**

### **Space Name**

Description/Detail Data

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## **REFERENCE SERVICES**

### **Copy Center**

The reference copy center should be close to the reference desk as well as the reference collection. Occupants of the copy center should be able to be easily seen and easily reached by the staff at the reference desk since they will be required to provide assistance with paper jams etc.

CLOSE:

Reference Collection & Seating  
Reference Desk

PROXIMITY:

Local History Collection & Seating  
Non-Fiction Collection & Seating

### **Custodial Sink & Supply Closet**

The closet can be located anywhere in the reference services division as long as it is convenient for custodians to utilize when cleaning the area.

### **On-Line Public Access Catalog (OPAC)**

The OPAC cluster must be adjacent to the reference desk so that the reference staff can assist patrons when they are having difficulties using the OPACs and so that patrons can easily reach reference librarians when they have questions. The OPAC cluster must be close to the non-fiction and reference collections since many patrons will proceed on from the OPAC cluster to these collections after finding a citation in the catalog. There is a similar relationship with the fiction collection, but it occurs less often since fiction books are shelving alphabetically by author and easy to find.

ADJACENT:

Reference Desk

CLOSE:

Non-Fiction Collection & Seating  
Reference Collection & Seating

PROXIMITY:

Local History Collection

### **Public Rest Rooms**

The reference services public rest rooms must be in the proximity of the computer lab and training room, the conference room, the study/tutoring rooms, the reference desk as well as the non-fiction and reference collections.

PROXIMITY:

Computer Lab/Training Room  
Conference Room  
Non-Fiction Collection & Seating  
Reference Collection & Seating  
Reference Desk  
Study/Tutoring Rooms



## **Division Name**

### **Space Name**

Description/Detail Data

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## **REFERENCE SERVICES**

### **Reference Collection & Seating**

The reference collection and seating must be adjacent to the reference desk and close to the on-line public access catalog (OPAC) as well as the copy center. The reference collection should be near the copy center so that it is convenient for patrons to photocopy reference materials. While the reference collection is an extension of the non-fiction collection, there should be a clear division between the two collections so that there is no confusion between the two by library patrons.

#### **ADJACENT:**

Reference Desk

#### **CLOSE:**

Non-Fiction Collection and Seating

Copy Center (Reference)

On-Line Public Access Catalog (OPAC)

#### **AWAY:**

Children's Entrance

### **Reference Desk**

The reference desk is the hub of the reference division and therefore should be the predominant feature in this division. It must be adjacent to the OPAC cluster, the reference workroom, the reference office and the reference collection. The reference desk should be close to the non-fiction collection, the local history collection, the copy center and the study/tutoring rooms.

#### **ADJACENT:**

On-Line Public Access Catalog (OPAC)

Reference Collection & Seating

Reference Office

Reference Workroom

#### **CLOSE:**

Copy Center

Local History Collection & Seating

Non-Fiction Collection & Seating

Study/Tutoring Room

#### **PROXIMITY:**

Public Rest Rooms (Reference)

#### **AWAY:**

Children's Entrance



## **Division Name**

### **Space Name**

Description/Detail Data

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## **REFERENCE SERVICES**

### **Reference Workroom**

The reference workroom should be adjacent to the reference desk and office. Reference staff in side the workroom should be able to keep an eye on the reference desk, but the staff in the workroom should be separate from the desk and the public should not be able to see into the workroom.

#### **ADJACENT:**

Reference Desk  
Senior Librarian's Office

#### **CLOSE:**

Reference Collection & Seating

### **Senior Librarian's Office**

This space should be adjacent to the reference desk and workroom since the reference librarians should be able to be easily supervised from this office. The reference office should also be close to the conference room. Staff should be able to get to the office easily from the reference desk if problems come up with patrons. Patrons should be able to access the Senior Librarian's Office without going behind the reference desk or into the reference workroom.

#### **ADJACENT:**

Reference Desk  
Reference Workroom

### **Study/Tutoring Room C,D, and E**

These rooms should be located in prominent areas with relatively high foot traffic. They should be in visual range of the reference desk and/or reference workroom.

#### **CLOSE:**

Reference Desk



## **Division Name**

### **Space Name**

Description/Detail Data

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## **SPECIAL COLLECTIONS**

### **Special Collections & Seating**

The genre books should be placed between the regular fiction collection and the new book display in browsing division. This collection is a high use collection and will be accessed quickly after entering the library by those devoted to their specific genre.

The Special Collections, to include the Spanish Language Collection, Large Print Collection, Asian Languages Collection, and the Literacy Collection should be directly adjacent to the fiction collection.

Large print books are mostly fiction books and are used most frequently by seniors or others with failing eyesight and they should be relatively easy to find.

#### **ADJACENT:**

- Fiction Collection & Seating
- Non-Fiction Collection & Seating
- New Book Display

#### **CLOSE:**

- Reference Desk
- OPACs

#### **PROXIMITY:**

- Audio-Visual Collection & Seating
- Circulation Desk
- Public Entrance & Lobby
- Public Restrooms

## **STAFF SERVICES**

### **Kitchenette**

Refreshments should be able to be served from the kitchenette directly to the staff lounge. The kitchenette should also be close to the custodial sink and supply closet as well for quick clean up of spills.

#### **ADJACENT:**

- Staff Lounge

### **Staff Entrance & Lobby**

The staff entrance must be close to the staff lounge.

#### **CLOSE:**

- Staff Lounge
- Staff Restrooms

#### **PROXIMITY:**

- Technical Services Workroom



## **Division Name**

### **Space Name**

Description/Detail Data

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## **STAFF SERVICES**

### **Staff Lounge**

The staff lounge should be adjacent to the staff rest rooms, however the rest rooms should not open into the staff lounge. The staff lounge should be in the proximity of the staff entrance.

#### ADJACENT:

Kitchenette  
Staff Rest Rooms

#### PROXIMITY:

Staff Entrance  
Technical Services Workroom

### **Staff Rest Rooms**

The staff rest rooms should be adjacent to the staff lounge, however the rest rooms should not open into the lounge. The staff rest rooms should also be close to the staff kitchenette and the custodial sink and supply closet. These rest rooms should not be accessible to the public.

#### ADJACENT:

Staff Lounge  
Staff Entrance & Lobby

#### PROXIMITY:

Reference Services (Desk, Workroom and Office)  
Circulation Desk  
Children's Services (Desk, Workroom and Office)

## **TECHNICAL SERVICES**

### **Computer Storage/Supply Room**

This area must be adjacent to the technical services workroom since technical services staff will be access the room frequently.

#### ADJACENT:

Technical Services Workroom  
Shipping & Receiving  
Computer Systems Workroom

#### CLOSE:

Exterior Trash  
Information System's Coordinator's Office  
Staff Restrooms

#### PROXIMITY:

Circulation Services



## **Division Name**

### **Space Name**

Description/Detail Data

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## **TECHNICAL SERVICES**

### **Computer Systems Workroom**

These workstations must be adjacent to the computer room for easy access to technical manuals and system consoles as well as in the proximity of the computer repair and storage.

**ADJACENT:**

Computer/Telecommunications Room  
Computer Storage/Supply

**CLOSE:**

Information Systems Coordinator's Office  
Shipping & Receiving

**PROXIMITY:**

Staff Restrooms  
Staff Lounge

### **Computer/Telecommunications Room**

This space must be adjacent to and easily accessible from the computer systems workroom and computer repair and storage. It should also be close to the technical services workroom. Given that all areas of the library must be wired from this room, all efforts should be made to locate this area centrally so that, if possible, data lines don't exceed 300 feet. It should also be located away from public areas with no exterior access.

**ADJACENT:**

Computer Systems Workroom  
Computer Storage/Supply Room

**CLOSE:**

Technical Services Workroom

**PROXIMITY:**

Shipping & Receiving

### **Information System's Coordinator's Office**

This office must be adjacent to the technical services workroom.

**ADJACENT:**

Computer Systems Workroom  
Senior Librarian's Office

**PROXIMITY:**

Staff Restrooms  
Staff Lounge



## **Division Name**

### **Space Name**

Description/Detail Data

---

## **TECHNICAL SERVICES**

### **Senior Librarian's Office**

This office must be adjacent to the technical services workroom.

#### ADJACENT:

Information Systems Coordinator's Office  
Technical Services Workroom

#### PROXIMITY:

Staff Restrooms  
Computer Systems Workroom

### **Technical Services Workroom**

The technical services workroom should be adjacent to the technical services office and close to the computer room. The configuration should be modular in a "hub" layout.

#### ADJACENT:

Shipping & Receiving  
Catalogers and Processors should be directly across from each other in a 4-plex.  
Cataloging Tools and Processing Supplies directly adjacent to user.

#### CLOSE:

Exam/hold Shelves  
Senior Librarian's Office  
Centrally located shared printers and telecommunications

#### PROXIMITY:

Reference Services  
Staff Restrooms  
Staff Lounge

## **YOUNG ADULT SERVICES**

### **Study/Tutoring Room A**

The young adult study / tutoring rooms will need to be adjacent to the Young Adult Collections & Seating. The study / tutoring rooms should be visible from the Circulation and Readers' Advisory desks and close to the Homework Center, so that the staff can assist youth with homework assignments and encourage them to begin to use the resources of the library's print collection.

#### ADJACENT:

Homework Center  
Young Adult Collection & Seating  
Young Adult Office

#### PROXIMITY:

Circulation Desk  
Readers' Advisory Desk (in Adult Fiction)



## **Division Name**

### **Space Name**

Description/Detail Data

---

## **YOUNG ADULT SERVICES**

### **Study/Tutoring Room B**

The young adult study / tutoring rooms will need to be adjacent to the Young Adult Collections & Seating. The study / tutoring rooms should be visible from the Circulation and Readers' Advisory desks and close to the Homework Center, so that the staff can assist youth with homework assignments and encourage them to begin to use the resources of the library's print collection.

#### **ADJACENT:**

Homework Center  
Young Adult Collection & Seating  
Young Adult Office

#### **PROXIMITY:**

Circulation Desk  
Readers' Advisory Desk (in Adult Fiction)

### **Young Adult Collection & Seating**

This area should be adjacent or nearby to the Adult AV collection because of the overlap of usage of materials. The Young Adult Collection & Seating area should be adjacent to the Study/Tutoring Rooms and very close to the Homework Center. Young adults will be some of the heaviest users of the AV collections and will be going back and forth between these two areas extensively. This area should be in the proximity of the Reader's Advisory desk in Adult Fiction so that staff may supervise the young adults, but the space should not be near the entrance to the children's library.

#### **ADJACENT:**

Study/Tutoring Rooms  
Young Adult Office

#### **CLOSE:**

AV Collections & Seating

#### **PROXIMITY:**

Circulation Desk  
Readers' Advisory Desk

#### **AWAY:**

Children's Entrance

### **Young Adult Office**

#### **ADJACENT:**

YA Collection & Seating  
Study/Tutoring Rooms



## Library Division Sq. Ft. Summary

LIBRARY DIVISION	DIVISION Sq. Ft.	Percent of Total
ADMINISTRATION	1,873	5%
ADULT FICTION COLLECTION	1,449	4%
AUDIO-VISUAL LIBRARY	1,725	5%
BROWSING & PERIODICALS	1,599	5%
CHILDREN'S LIBRARY	6,693	19%
CIRCULATION SERVICES	1,930	6%
GENERAL BUILDING SERVICES	919	3%
HOMEWORK CENTER	460	1%
LIBRARY ENTRANCE	938	3%
LITERACY CENTER	299	1%
LOCAL HISTORY COLLECTION	1,481	4%
NON-FICTION COLLECTION	3,823	11%
PUBLIC MEETING ROOMS	3,222	9%
REFERENCE SERVICES	3,258	9%
SPECIAL COLLECTIONS	486	1%
STAFF SERVICES	693	2%
TECHNICAL SERVICES	2,498	7%
YOUNG ADULT SERVICES	1,446	4%
<hr/>		
<b>Net Assignable Square Footage:</b>	<b>34,792</b>	<b>100%</b>
<hr/>		
Non-Assignable Square Footage (@ 25% of Gross):	11,597	
<hr/>		
<b>Gross Square Footage:</b>	<b>46,389</b>	



# Library Space Sq. Ft. Summary

<u>LIBRARY DIVISION</u>	Space Sq. Ft.	DIVISION Sq. Ft.
Space Name		
<b><u>ADMINISTRATION</u></b>		<b><u>1,873</u></b>
Administrative Rest Room	N/A	
Administrative Staff Office	615	
Conference Room	576	
Copy Room	250	
Kitchenette	70	
Library Director's Office	172	
Library Manager's Office	139	
Storage/Supply Room	51	
<b><u>ADULT FICTION COLLECTION</u></b>		<b><u>1,449</u></b>
Fiction Collection & Seating	1,449	
<b><u>AUDIO-VISUAL LIBRARY</u></b>		<b><u>1,725</u></b>
AV Collection & Seating	1,581	
AV Desk	144	
<b><u>BROWSING &amp; PERIODICALS</u></b>		<b><u>1,599</u></b>
New Book Display	387	
Periodical Collection & Seating	1,212	
<b><u>CHILDREN'S LIBRARY</u></b>		<b><u>6,693</u></b>
Children's AV Collection & Seating	498	
Children's Desk	302	
Children's On-Line Public Access Catalog (OPAC)	50	
Children's Program Area	609	
Children's Reference Collection & Seating	261	
Children's Rest Room	N/A	
Children's Staff Workroom	625	
Custodial Sink & Supply Closet	N/A	
Older Children's Collection & Seating	2,170	
Senior Librarian's Office	143	
Study/Tutoring Room F	175	
Young Children's Collection & Seating	1,860	



**LIBRARY DIVISION**

Space Name

Space  
Sq. Ft.DIVISION  
Sq. Ft.**CIRCULATION SERVICES****1,930**

Book Return/Sorting

485

Circulation Desk

618

Circulation Supervisor's Office

143

Circulation Workroom

454

Mending &amp; Processing

230

**GENERAL BUILDING SERVICES****919**

Custodial Workroom

47

Friends Book Storage &amp; Workroom

318

General Library Storage Room

422

Loading Dock

N/A

Mail Room

132

Mechanical Equipment Room

N/A

**HOMEWORK CENTER****460**

Homework Collection &amp; Seating

460

**LIBRARY ENTRANCE****938**

Friends Bookstore

518

Public Entrance &amp; Lobby

420

Public Rest Rooms

N/A

**LITERACY CENTER****299**

Literacy Collection &amp; Seating

156

Literacy Office

143

**LOCAL HISTORY COLLECTION****1,481**

Local History Collection &amp; Seating

853

Local History Desk

130

Local History Office

142

Local History Workroom

356

**NON-FICTION COLLECTION****3,823**

Non-Fiction Collection &amp; Seating

3,823

**PUBLIC MEETING ROOMS****3,222**

AV, Chair, &amp; Table Storage Room

241

Community Room

2,195



**LIBRARY DIVISION**

Space Name

Space  
Sq. Ft.DIVISION  
Sq. Ft.**PUBLIC MEETING ROOMS****3,222**

Conference Room

588

Custodial Sink &amp; Supply Closet

N/A

Kitchenette

198

**REFERENCE SERVICES****3,258**

Copy Center

210

Custodial Sink &amp; Supply Closet

N/A

On-Line Public Access Catalog (OPAC)

210

Public Rest Rooms

N/A

Reference Collection &amp; Seating

1,314

Reference Desk

246

Reference Workroom

920

Senior Librarian's Office

143

Study/Tutoring Room C,D, and E

215

**SPECIAL COLLECTIONS****486**

Special Collections &amp; Seating

486

**STAFF SERVICES****693**

Kitchenette

153

Staff Entrance &amp; Lobby

N/A

Staff Lounge

540

Staff Rest Rooms

N/A

**TECHNICAL SERVICES****2,498**

Computer Storage/Supply Room

240

Computer Systems Workroom

438

Computer/Telecommunications Room

336

Information System's Coordinator's Office

187

Senior Librarian's Office

143

Technical Services Workroom

1,154

**YOUNG ADULT SERVICES****1,446**

Study/Tutoring Room A

175

Study/Tutoring Room B

120

Young Adult Collection &amp; Seating

1,027

Young Adult Office

124



**LIBRARY DIVISION**

Space Name

Space  
Sq. Ft.DIVISION  
Sq. Ft.**Net Assignable Square Footage:****34,792**

Non-Assignable Square Footage (@ 25% of Gross):

11,597

**Gross Square Footage:****46,389**

**FUNCTIONAL ACTIVITY**

The primary function of this division is to provide offices for the library administration to perform its duties in planning and implementing the library's service program. In addition to the library director, there will ultimately be a full complement of professional and support staff to assist with the operation of the library. There will also be a conference room which will also serve as an administrative conference room for staff meetings.

A secondary function of this division is to facilitate the library's relationships with organizations, patrons and administrators outside the library itself. The library must successfully greet and provide assistance to the Library Board, Library Foundation, job applicants, sales representatives, city officials, and other community stakeholders.

A strong focus of the library will be partnering with Orange Unified School District, Chapman University, Santiago Canyon College, private schools, local businesses, and community organizations. The design and finishes must enhance both the library's image and its ability to host potential and current partners.

The unassigned office will be used to accommodate volunteers, visiting consultant or special staff activities. It will also allow for expansion of the administrative staff in the future.

**SPATIAL RELATIONSHIPS**

The library's administrative offices need to be accessible to the public, but they do not need to be located in prime floor space. In a building this size, administration is best located in a somewhat remote area, even on a secondary floor, but relatively close to elevators and stairs leading to the main entry. Administration should also be located in proximity of the staff lounge and the staff entrance.

Administration may need to be open longer hours than the main library's hours of operation and the architectural design should accommodate this.

Administration should also have a strong connection to the City Hall and Civic Center Complex. The Director will need easy access and communication with the City Manager's Office.

The Library Director should have easy and close access to a parking stall.

**PROXIMITY:**

- Public Entrance
- Staff Services
- Reference Services
- Adult Services
- Children's Services
- Public Meeting Rooms



<b><i>DIVISION SPACE SUMMARY</i></b>		<b><i>Sq. Ft.</i></b>
<b>Administrative Rest Room</b>		N/A
<b>Administrative Staff Office</b>		615
<b>Conference Room</b>		576
<b>Copy Room</b>		250
<b>Kitchenette</b>		70
<b>Library Director's Office</b>		172
<b>Library Manager's Office</b>		139
<b>Storage/Supply Room</b>		51
<b>TOTAL:</b>		<b>1,873</b>



**Functional Activity**

The administrative rest room will be used primarily by the administrative staff and visitors to administration.

**Relationships**

It would be useful to have it close to the conference room.

**CLOSE:**

Conference Room  
Library Director's Office  
Library Manager's Office

**PROXIMITY:**

Administrative Staff Office

**Flexibility**

This space requires minimal or no flexibility unless ADA accommodation requirements change.

**Fenestration**

No windows desired.

**Finishes**

While this area will not typically be abused, finishes still must be of high durability, slip resistant and as maintenance free as possible.

**CEILING:**

Water resistant gypsum board with chemical resistant latex paint.

**WALLS:**

Glazed Ceramic Tile

**FLOOR:**

Unglazed Ceramic Tile

**Access**

Must be handicapped accessible and meet ADA standards.

**Acoustics**

All sound dampening possible.

**HVAC**

Restrooms require separate venting. Care should be taken in the location of vents to avoid drafts on the inhabitant.

**Illumination**

Warm and dim lighting with bright lighting for mirrors.

**Security**

Administration staff will supervise restrooms. The access will be controlled by combination lock.

**Signage**

Standard exterior signs identifying "Rest Room". No interior signs except those required by ADA.

**Electrical**

1 Ground Fault Receptacle



## Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture &amp; Equipment Units</u>			
Commode	1	0	0
First Aid Kit	1	0	0
Mirror	1	0	0
Mirror	1	0	0
Recessed Paper Towel Dispenser/Refuse	1	0	0
Sink And Counter	1	0	0
Soap Dispenser	1	0	0
Stall	1	0	0
Storage Shelves	1	0	0

